

City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published online and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at citymanager@winchesterva.gov or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- Conducted Body Worn Camera grant conference call and research.
- Finalized plans for and attended Valor Awards Banquet held on Thursday.
- Attended Substance Abuse Coalition meeting and planning meeting for Point in Time Count.
- Began working on Crisis Communications Plan with City's Communications Manager.
- Led monthly TRIAD meeting for seniors.

Police Activity	#
Calls for Service	863
Violent Crimes	12
Property Crimes	27
Accident Reports	14
Alarms	21
False Alarms	21
Directed Patrols	80
Directed Patrols	22
Old Town (OTW)	
Extra Patrols	59
Extra Patrols OTW	6
Traffic Citations	47
Written Warnings	42

Winchester Fire & Rescue

- Met with HR, IT and Finance on NOVAtime transition for timekeeping of personnel.
- Attended Next Generation Training.
- Met with Social Services Director and Communications Manager regarding the upcoming Stuff-the-Truck program and finalized dates, times and locations for accepting donations to help those in need.
- Completed the revised department uniform SOP.
- Worked with GIS on GIS Strategic Planning relating to the Fire Department's needs.
- Battalion Chief Orndorff assisted WMC staff with teaching a STEMI class for the care of cardiac patients. This class will also be taught by BC Orndorff at the EMS symposium next week in Norfolk, Virginia.
- Attended the Lord Fairfax EMS Council's training committee meeting.
- Department staff attended and received awards at the Chamber's Valor Awards ceremony.
- Administrative staff attended the Valley Health Summit at the George Washington Hotel.
- Completed last two fire prevention lessons for City schools. All elementary schools received a fire prevention puppet show and lesson on not playing with lighters and matches.
- Participated in the Halloween Spooktacular on the Old Town Mall.
- Finalized dates, times and locations for the Fire and Rescue/Social Services Stuff-a-Truck Holiday Drive to help those in need.
- Posted weekly call log on the City's website: [October 27-November 2](http://www.winchesterVA.gov/week-review).

F&R Activity	#
Fire	2
Overpressure	0
EMS/Rescue	82
Hazardous Condition	4
Service Call	9
Good Intent	6
False Alarm	8
Special Incident	1
Plan Review	2
Inspections	2
Reinspections	4

Emergency Management

- Communications Project:
 - Resolved issues concerning IP Logger with NICE
 - Identified mobile subscriber units to have installation modified
 - Continuing to analyze issues relating to simulcast of Fire and Rescue dispatching utilizing interoperable frequencies
 - Subscriber mobile units in Mobile Command Unit
- Conducted after-action review for Active Shooter Exercise.
- Conducted and participated in Long-Term Power Outage monthly meeting.
- Reviewed Emergency Operations Plan Standards Operating Plan and preparing final draft.
- Supporting Kernstown Battlefield 5K Run with Mobile Command Unit on Saturday, November 5.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- Attended the MPO technical advisory committee regular meeting.
- Along with the City Manager and Transit Director, met with the new CEO of Virginia Regional Transit.
- Met with the consultant and Parks and Recreation to discuss the design of their new maintenance facility.
- The travel lane modifications were successfully put in place on Cameron and Piccadilly adjacent to the Winchester Towers for the duration of the demolition process.
- Leaf collection season began on October 30.
- Completed installation of environmental sensors in several electronic sensitive areas at Timbrook Public Safety Center to detect hot/cold and moisture issues. These sensors will send email alerts when issues arise.
- Winterized the splash pad and water fountains on the Loudoun Street Mall.

City Projects Update

- **FY17 Repaving Program** – The additional street paving has been delayed and is now scheduled to begin the week of November 14.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	202.25	Linear feet
	Streets Repaved	0	8.72	Lane miles
	Potholes Repaired	3	139	#
Trees	Dead/Diseased Trees Removed	11	163	#
	Trees Trimmed	6	507	#
	Stumps Removed	11	427	#
Traffic	Street Signs Installed or Replaced	15	251	#
	Pavement Markings Repainted (City)	114	7,554.58	Linear feet
	Pavement Markings Repainted (Contractor)	1,396	286,496	Linear feet
Refuse & Recycling	Refuse Collected	116	5,336.71	Tons
	Recycling Collected	74	2,489.75	Tons
	Large Item Pickups	2	135	#
Transit	Total Passengers	2,987	119,001	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,826	166,763	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	370	15,765	Hours
Utility Billing	Payments Processed	1,549	59,798	#
	New Bills Mailed Out	2,241	55,993	#

	Water Services Turned Off for Non-Payment	56	1,015	#
Water Treatment Plant	Average Daily Water Demand	6.91	7.24	Million gallons/day
	Peak Daily Water Demand	7.25	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	6.03	7.79	Million gallons/day
	Peak Daily Flow Treated	6.16	19.71	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	1	36	#
	Water Meters Read	1,020	60,575	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	1,865	103,085	Linear feet
Engineering	Site Plans Reviewed	1	41	#
	Right-of-Way Permits Issued	4	92	#
	Stormwater Facility Inspections	3	29	#
	Erosion & Sediment Control Inspections	50	1,404	#
Facilities Maintenance	Work Requests Completed	11	766	#
	Special Events Assistance	0	11	#
	Maintenance of Pedestrian Mall	54	1,009	Staff hours
Equipment Maintenance	Total Repairs Completed	31	2,254	#

DEVELOPMENT SERVICES

Economic Redevelopment

- Completed various activities related to the [Winchester Towers demolition](#) and development.
- Met with prospective property developer to tour underutilized property in the city.
- Worked on various tasks associated with the EDA's ownership transfer of the Taylor Hotel and completed the sale of the EDA's ownership interest in the Taylor Hotel to Mr. Richard Macher.

Old Town Winchester

- Conducted largest ever Spooktacular with an estimated 1,200 children participating.
- Working on scheduling entertainment for Holly Jolly on December 10.
- Discussed Fire and Rescue event fundraiser with Event Coordinator.
- Met with Winchester tour guide regarding Veterans' Day event and holiday tours.
- Began planning efforts for 2017 event calendar.
- Promoted Old Town Businesses Halloween events.
- Working with businesses to support holiday shopping mailer.
- Working with volunteers to secure holiday tree delivery for November 17.
- Addressing citizen concern for an additional one way sign on Indian Alley.

Winchester-Frederick County Tourism

- Finished development of several [CRUSA](#) (Capital Region USA) banner ads to be displayed to potential international travelers from February-April, strategically focusing on authentic American history, beautiful open spaces (big selling point to international travelers), shopping and gateway to the Shenandoah Valley.
- Met with [Pinnacle Advisory Group](#) regarding redevelopment of an existing hotel property (not the Winchester Towers project) and provided existing data and information on our area.
- Appeared on [Tourism Tuesday](#) on The River 95.3, with special guest Kristen Laise from [Belle Grove Plantation](#).

- Met with Richard Kennedy, the new Executive Officer for the [Top of Virginia Chamber](#), to discuss his goals and our tourism goals and see how we can work together moving forward to best grow our community.
- Took part in the monthly Northern Shenandoah Valley DMO meeting in Harrisonburg, with discussion topics ranging from branding wrap-up and next steps to website development to Virginia Tourism grant application to future marketing and public relations planning.
- Met with representatives from the [Patsy Cline House](#) to plan a refresh of the Visitor Center's Patsy Cline exhibit.

Planning

- Staffed the November 1 Planning Commission Work Session in advance of the November 15 regular meeting. The Commission reviewed the following:
 - CU-16-559: Request of Ateethi Services for a Conditional Use Permit for extended stay lodging at 2645 Valley Avenue (Relax Inn)- item was further tabled to December at applicant's request
 - SD-16-612: Request of Ricketts Business Center for a preliminary subdivision approval at Ricketts Drive to split off a rear parcel- Commission requested clearer overview of Shingleton Lane deficiencies that would not be improved
 - CU-16-616: Request of Acme Real Estate Holdings for a Conditional Use Permit for a pet daycare center at 2100 S Loudoun Street - Commission seemed supportive of request
 - CU-16-617: Request of Bapa Hospitality for a Conditional Use Permit for extended stay lodging at 1347 Berryville Ave (former Shoney's Inn)- Commission had considerable discussion re: pro's and con's of approving request
 - SV-16-661: ORDINANCE TO VACATE A PORTION OF AN ALLEY BETWEEN 601 WOODSTOCK LN and 116 N PLEASANT VALLEY RD- Commission seemed supportive of request
- Planning Director chaired MPO Technical Advisory Committee and represented City at the Project Steering Committee meeting on Long-Range Transportation Plan (LRTP) development. Also attended the initial public open house for MPO LRTP held on Tuesday evening which was very poorly attended.
- Updated reports for multiple requests going to public hearing at November 8 Council meeting. This includes the telecommunications tower CUP at the Valley Proteins site and the occupancy capacity for the private museum CUP on S. Loudoun Street.
- Met with numerous private property owners and developers regarding development projects.

Zoning & Inspections

- Completed:
 - 73 building permit inspections and issued 46 building permits
 - 113 code enforcement inspections and initiated 59 new cases
 - 5 new business reviews (4 Certificates of Business, 1 Certificate of Home Business)
- Removed 4 signs from the public right-of-way (YTD=582).
- Attended Planning Commission Work Session. The Commission was scheduled to hear two requests for conversion of motels to extended stay facilities. The applicants of the Relax Inn (2645 Valley Ave) requested their item to be tabled until December. The Commission heard the background on the other request involving conversion of the Winchester Inn (former Shoney's – 1347 Berryville Ave) to a Studio 6 extended stay.
- Issued Certificate of Occupancy for new single family dwelling at 1512 Stone House Court.
- Continued internal planning on potential website enhancements to improve customer service as it pertains to development/construction related requirements and guides.

Permit #	Type	Address	Description	Value
15 00000331	FIRE	1863 Old Jube Sq	New Fire Alarm System	\$11,190
15 00000332	FIRE	300 Jubilee Ct	New Fire Alarm System	\$13,470
15 00000333	FIRE	280 Jubilee Ct	New Fire Alarm System	\$12,170
15 00000334	FIRE	1943 Old Jube Sq	New Fire Alarm System	\$14,770

15	00000335	FIRE	1931 Old Jube Sq	New Fire Alarm System	\$14,770
15	00000336	FIRE	1910 Old Jube Sq	New Fire Alarm System	\$13,065
15	00000337	FIRE	1864 Old Jube Sq	New Fire Alarm System	\$5,428
16	00001041	FIRE	2630 S Pleasant Valley Rd	Addition To Addressable System	\$5,000
16	00001096	MECH	523 Applecroft Rd	Replace A/C & Furnace	\$6,200
16	00001096	NGAS	523 Applecroft Rd	Gas Furnace	\$400
16	00001096	PLBG	523 Applecroft Rd	New & Replacement Fixtures	\$2,000
16	00001096	RREM	523 Applecroft Rd	Remodel Basement	\$12,000
16	00001101	BLDG	200 N Cameron St	Demolish Building	\$303,000
16	00001102	MECH	1012 S Cameron St	Replacing Furnace	\$1,400
16	00001104	PLBG	1455 Greystone Terr	Sewer Service	\$3,500
16	00001059	PLBG	231 Kern St	Replacing Fixtures	\$1,500
16	00001098	RREM	2514 Goldenfield Ln	Screened Room	\$16,500
16	00001105	MECH	1516 Pondview Dr	New Gas Fireplace	\$4,300
16	00001105	NGAS	1516 Pondview Dr	New Gas Fireplace	\$600
16	00001108	ELEC	332 Wood Ave	Replace Panel & Meter Base	\$0
16	00001109	ELEC	358 Wood Cir	Relocate Bb Heater	\$0
16	00001112	ELEC	332 Branner Cir	Replace Panels	\$0
16	00001113	ELEC	318 W Leicester St	Repair Water Damage 16-233	\$0
16	00001114	ELEC	931 Wayne Dr	Repair Fire Damage 16-791	\$0
16	00001115	ELEC	16 N Purcell Ave	Remodel 16-1026	\$0
16	00001116	RREM	370 National Ave	Replacing Exterior Stairs	\$200
16	00001117	NGAS	1533 Meadow Branch Ave	Hooking Up Dryer	\$100
16	00001118	NGAS	942 Beehive Way	Hooking Up Range	\$500
16	00000972	ELEC	2142 S Pleasant Valley Rd	Remodel 16-759	\$0
16	00001106	TTS	610 Battle Park Dr	Tent For Dec. 2-5, 2016	\$200
16	00001111	TTS	1009 S Kent St	Tent For 11/9-12/16	\$6,000
16	00001120	PLBG	384 National Ave	Replace Water & Sewer Service	\$800
16	00001122	PLBG	1404 Stonemill Ct	Replace Water Service	\$1,000
16	00000883	NGAS	1921 Clayton Ridge Dr	New Appliances	\$2,000
16	00000883	PLBG	1921 Clayton Ridge Dr	New Fixtures	\$10,500
16	00001107	RREM	317 W Tevis St	New Sun Room	\$41,000
16	00001127	NGAS	220 Wolfe St	New Fireplace Logs	\$1,000
16	00001129	MECH	367 Fox Dr	Convert Oil Furnace To Gas	\$5,500
16	00001129	NGAS	367 Fox Dr	Convert Oil Furnace To Gas	\$50
16	00001130	MECH	1721 Brandon Dr	Furnace Replacement	\$3,000
16	00001130	NGAS	1721 Brandon Dr	Furnace Replacement	\$0
16	00001131	ELEC	1856 Valley Ave	Pole Light Repair	\$0
16	00001132	ELEC	1944 Valley Ave	Mdia Permit Fee Adjustment	\$0
16	00001133	ELEC	306 George St	Svc Change	\$0
44TOTAL					\$513,113

TYPE KEY: NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADI=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM=Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof | OCCU=Occupancy

PARKS & RECREATION

- Conducted clearing operations of area south of Lowery Drive off Pleasant Valley Road to enhance water flow eliminating accumulation of water north of Lowery during heavy rain events.
- Worked on Veterans Week activities.
- Meeting with Tim Painter and City staff members relating to maintenance facility design.
- Worked on winter/spring program guide.

WINCHESTER PARKING AUTHORITY

- 2,944 vehicles utilized the garages from October 26-November 1.
- As of November 2, there were 965 monthly parkers in the garages (0 rentals and 7 cancellations).
- Preparing to conduct several roof joint repairs at the George Washington Autopark.
- Continued the [Braddock renovation project](#).

SOCIAL SERVICES

- Received 64 Benefit Program applications: 31 SNAP, 33 Medicaid, 8 TANF, 5 Child Care, 42 Low Income Home Energy Assistance Program-Fuel.
- Currently serving the following individuals in Benefit Programs:
 - 4,332 receive SNAP
 - 218 receive TANF
 - 5,245 receive Medicaid
 - 37 receive VIEW Services
 - 35 families/63 children receive Child Care subsidy (30 families/58 children are currently on the waiting list)
- Housing Choice Voucher Program is administering 242 housing vouchers.
- Responding to 19 Family Service Intakes.
- Completing 64 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Responding 6 Adult Services Intakes.
- Completed 3 screenings for Community Based Care (CBC) in conjunction with the Health Department.
- Participated in the agency's Supplemental Nutritional Assistance Program (SNAP) Management Evaluation Review.
- Onsite visit from Deloitte personnel and SNAP Program Specialist to provide technical assistance with Eligibility Modernization efforts.
- Staff attended:
 - Community Policy and Management Team meeting
 - VDSS CWS2010: Ongoing Child Protective Services Training
 - In Service with Northwestern Community Services PACT TEAM
 - NSV Alliance System of Care Training Committee Meeting
 - Winchester Public School Bright Futures Advisory Board
 - Community Response Team (CRT)

Weekly Activity	#
Walk-in clients	192
Client info drop offs	93
Child Protective Service referrals	13
Placed "on notice" for foster care entry by JDRC	5
Children in foster care	28
Entered foster care	0
Exited foster care	0
Child Protective Services case management load	30
Adult Protective Service referrals	0
Adult services case management load	13
Adult guardianships	3
Adult protective services investigations	17
Benefit fraud investigations	5
Fraud allegations received	0
Family Services Prevention case management load	9

SUPPORT SERVICES

Information Technology

- Working with JJC security upgrade vendor to resolve equipment discrepancies.
- Working with Microsoft to determine root cause of some computers freezing.
- Worked with VITA/NG to achieve a successful Department of Social Services Network pre-migration test. Migration now scheduled for 11/17.
- Worked with utility billing vendor to install program patches to resolve field device issues.
- GIS is updating base mapping to improve usability of mapping.
- GIS is working with Parking Authority to develop locator mapping to help customers find appropriate parking.
- GIS continuing meetings with various departments to develop a GIS Strategic Plan.
- Updating website content management system core software.
- Implemented use of Google's Analyzer to identify opportunities for content optimization by resizing or compressing images for the City's website.

- Upgraded SunGard software to version 16.2 and resolved several operational issues created by the upgrade.
- Reviewed a workflow automation software candidate.
- Evaluating utility of moving from IBM host to Windows hosting of document imaging system.
- Reviewing accounts on the DMV stop fee processing for October run for correctness.
- Met with internal staff to develop alternate procedures for Council agenda creation should the cloud vendor be unavailable as a result of an internet connectivity issue.
- Worked with schools to create specifications and get a SunGard development quote for a software modification to facilitate creation of employee contracts.
- Started preparations for FY 2017 computer hardware refresh of end of life computers.
- Worked with Facilities Maintenance to acquire and install environmental sensors in Timbrook Public Safety Center.

COMMUNICATIONS

- Distributed November 4 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Updated several holiday posters for the park.
- Helping to edit and improve the Park's winter program guide draft.
- Met with Police PIO and Emergency Management concerning the development of the City's crisis communications plan (plan to meet monthly).
- Attended the November meeting of the Long-Term Power Outage Planning Committee.
- Attended Active Shooter Exercise after-action review.
- Working with Social Services and Fire and Rescue to plan for the 2016 Stuff-A-Truck holiday program.
- Created a Flickr album of [before photos](#) and [demolition photos](#) of the Winchester Towers and posted on social media.
- Responded to 42 media requests for information and/or interviews during the month of October.
- Current Projects:
 - Stuff-A-Truck marketing materials and promotion
 - New board member orientation program
 - Improve development services webpages and information to be more user-friendly
 - Add Economic Development information on City's website
 - Add staff bios to website
 - Improve website to be Section 508 compliant
 - 2017 Informational Calendar ([now accepting photo submissions](#) – deadline 11/11)
 - Draft Crisis Communications Plan
 - Draft communications plan and outreach efforts for mass power outage crisis preparedness
 - Green Circle Trail logo, brochure and mile marker map
 - Strategic Plan Performance Measures and booklet
 - Human Resources recruitment brochure design
 - VML Capital Tree hand-made ornament submission
 - FOIA software implementation and staff training
 - Informational video series
 - Mentoring SHHS student interested in career in communications
- Articles in *The Winchester Star* this week:
 - October 29 –
 - A Mayor's responsibilities
 - October 31–
 - Kids, pets, adults dress up for Spooktacular
 - Winchester Towers demolition starts
 - Addiction call center available this week
 - City leaf collection starts today
 - Police investigate home burglary
 - November 1–
 - Demolition starts at city landmark

- Your Views: Not a wise decision
- City to post work sessions on web
- Detention Center opens archives to share their shanks
- November 2 –
 - Planning Commission considers extended-stay lodging permits
- November 3 –
 - Our Views: Thumbs-up for 'live' sessions
- November 4 –
 - Business owners deem policing plan a success
 - Police look into dead body found in hotel
 - Local transit meeting set for next week; public invited
 - Top of Virginia Chamber Valor Awards acknowledge heroic acts
- WHAG reports:
 - Braddock Autopark in Winchester under renovation [Watch](#)
 - Winchester deputies participating in No Shave November [Watch](#)
 - Shenandoah Valley addicts urged to call week-long hotline [Watch](#)
 - Winchester Towers demolition underway [Watch](#)

Photo of the Week



2016 Top of Virginia Valor Award recipients: <http://www.regionalchamber.biz/the-valor-awards>

BOARD VACANCIES

- Current [Board Vacancies](#):
 - Old Town Development Board (owner/operator and at-large resident)
 - Economic Development Authority
 - Board of Architectural Review
 - Fire Prevention Code Board of Appeals (Alternate)
 - Local Building Code Board of Appeals (Alternate)
 - Lord Fairfax Emergency Medical Services Council
 - Frederick-Winchester Service Authority
 - Environmental Sustainability Taskforce
 - Winchester Parking Authority (unexpired term ending 5-31-20)
 - Social Services Advisory Board (unexpired term ending 3-31-19)
- Note: Unexpired terms do not count against the two-term limit requirement.*